

Records Center
Records Center
MAR 23 1956

Rec Mgt 5

Director of Communications

Chief, Management Staff

Comments on Proposed Changes in Administration of Records Center.

REFERENCE: Proposed Memorandum to Deputy Director (Support), subject:
"Responsibility for the Records Center at [REDACTED] with attachments.

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1. I regret that both from the point of view of organizational alignment of responsibilities, as well as the proper conception of Management Staff as such, I cannot go along with the proposal to shift the operating responsibility for the Records Center at [REDACTED] back to the Records Management Staff here.

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2. To fill this in a little bit, there were these considerations:

a. The function of the Records Management Staff as such must be a technical staff function and this responsibility is in the form principally of devising programs and pushing operators to carry them out. To the degree that there is any supervisory responsibility for us, it cannot be extended beyond the traditional concept of staff supervision.

b. This is the same philosophy which obtains and guides the other responsibilities of the Management Staff, with particular reference to the O&M field, Regulations Control, etc. We are not and should not be line people.

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d. If there is a problem of manning, obviously it is our responsibility in the O&M field to help you and join in a solution in respect to the I/O needs, but that is all. The manning problem in its physical aspects is a particularly good illustration of the impossibility of operating from H Street.

e. It seems that there may be a need for better coordination on the part of our Records Management Staff and the Records Center people to give you as much advance notice as possible in respect to carrying out the records disposition program by the different offices. You can rightly require us to do this, and accordingly I am asking Mr. [REDACTED] to lay this on.

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments Missing